



GUIDELINES FOR FACILITATORS

EPA CORRECTIVE ACTION CONFERENCE

11/29-12/1/94

YOUR ROLE

• **Directive Facilitation**

You have been chosen or have volunteered to be a facilitator for the Day Two Breakout Sessions. As an expert in a RCRA program area, you will be asked to offer brief opening comments for your session (EPA point of view, perspective) and suggest initial topics for discussion. You will also be asked to solicit other topics from the group, keep the discussion on track, watch the time (yourself or a volunteer), and encourage participation.

SUGGESTED PROCESS AND TIMEFRAMES (things to keep in mind)

• **Introduction** (2 minutes)

Introduce yourself; mention the purpose of the session; the process; note the groundrules in the registration packet regarding participation; tell them a summary of the session will be given at the Roundtable presentations at the end of the day and that we'll take time to prepare for that at the end of this session.

• **Remarks** (5 minutes)

Give remarks from the EPA point of view on session topic.

• **Selecting final topics to discuss** (5-10 minutes)

Present your initial topics. Solicit the addition or deletion of sub-topics. Vote by majority or "multi-vote," (Multi-voting works with smaller groups = everyone can vote up to four times for a total of 10 votes.) Rank the topics, if necessary, in the order to be covered.

• **Open discussion** (90 minutes)

Based on the number of selected topics, take a moment to break-down the time per topic.

• **At the end of the session** (10 minutes)

Develop action items, conclusions, follow-up, as relevant to the workshop. Also, prepare transparencies for summary presentation at the Roundtable presentations from 4-5:15 PM = K.I.S.S. (keep it simple smarty), use bullets, large print.

BEFORE THE SESSION (things to prepare, consider)

- What is the purpose of the session (what is a realistic expectation) ?
- What do you want to convey to the participants in your remarks ?
- What are some possible sub-topics to be discussed ?
- What is the expected outcome/use of information generated from this specific session? from the conference?
- Remember that people will look to you to assure that everyone has a chance to speak, to keep them on track and on time; you help set the tone.
- **Pick up a facilitator's package at the registration table** (It will contain transparencies and transparency pens, markers for the flip charts, another copy of these Facilitator Guidelines and the "Responsibilities" guidance for the sessions.
- Arrive at your breakout room early.
- Have fun...

[faciltat]
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FACT SHEET FOR FACILITATORS AND PARTICIPANTS AT BREAK-OUT SESSIONS

U.S.EPA Corrective Action Conference
November 1994

ATTENDEES

- honor the time limits
- be aware that people have varying levels of experience
- there are no unimportant questions or comments
- respect one another's point of view
- allow a chance for everyone to speak
- remember that the process needs everyone's involvement
- don't interrupt the speaker
- it's okay to disagree
- be kind to the facilitator - he/she is a professional in his/her field, not a trained facilitator

FACILITATOR

- select a timekeeper
- provide opening comments on the specific topic
- determine the purpose of the session (check it out with the group)
- identify some topics to be discussed in the session
 - solicit other sub-topics from the group
- know and convey the expected outcome of the discussion
- keep the discussions on track and on time
- be sure everyone has a chance to speak
- be sure that the discussion charts are delivered to the registration desk (work with your charter and note-taker on this)
- set up a page for a "parking lot" = topics outside the scope of the discussion, to be included in future consideration, follow-up, etc.

CHARTERS

- work with your facilitator
- capture the main ideas - be bold and legible
- label and number your pages so we will know from what session they came
- be sure that the discussion charts are delivered to the registration desk (check this out with the facilitator)

NOTE-TAKERS

- take minutes of the meetings
- assist the charter with information from the discussion, if needed

[grnd-rls]

Timeline

ID	Name	Scheduled Finish	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1	Meeting Concept Approved	6/1/94	■							
2	Survey Sent Out	8/3/94			■					
3	Agenda Developed	9/13/94				▨				
4	Flyer Sent Out	9/13/94				■				
5	Meeting Registration Deadline	10/10/94					■			
6	Confirmation Letter	10/25/94					■			
7	Hotel Block Registration Deadline	11/7/94						■		
8	Facilitator Meeting	11/16/94						■		
9	Note Taker Meeting	11/22/94						■		
10	Package Compiled	11/25/94						■		
11	Conference	12/1/94							■	
12	Draft Proceedings	12/23/94							■	
13	Final Proceedings	1/20/95								■